

Expense Report

Report Name : Mileage: April 2019

User Name : Smatresk, Neal J.

User ID : 11012038

Report Header

Policy : Travel Policy

Business Purpose : Various meetings throughout the month.

Report Id : 7F0E7AE01418427ABCCC

Report Date : 06/13/2019

Approval Status : Approved

Currency : US, Dollar

***Department :** Office of the President
(100000)

***Project :** NONE (NONE)

***Fund Cat :** Designated Operating-
Managed (200)

***Fund :** Designated Tuition (830001)

***Function :** Institutional Support (550)

***Program :** NONE (NONE)

***Purpose :** NONE (NONE)

***Site :** NONE (NONE)

***PC Business Unit :** NONE (NONE)

***Activity :** NONE (NONE)

***Report/Trip Purpose :** Meeting (Meeting)

***Final Report? :** Yes (Y)

***Does this trip contain personal travel? :** No (N)

Personal Car Mileage

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
04/29/2019	Personal Car Mileage	Multiple meetings (project mtg in Dallas & 2 mtgs in Frisco)			Out of Pocket	\$44.66

04/24/2019	Personal Car Mileage	Return from DFW legislative meetings in Austin, TX	Out of Pocket	\$18.56
04/23/2019	Personal Car Mileage	To airport for legislative meetings in Austin, TX	Out of Pocket	\$17.40
04/22/2019	Personal Car Mileage	Attend PGA event to represent UNT	Out of Pocket	\$37.70
04/15/2019	Personal Car Mileage	Return from DFW after Fuzhou China trip	Out of Pocket	\$18.56
04/08/2019	Personal Car Mileage	To airport for meetings in Fuzhou China	Out of Pocket	\$17.40
04/05/2019	Personal Car Mileage	Return from DFW after alumni/donor events in Houston	Out of Pocket	\$18.56
04/04/2019	Personal Car Mileage	To airport for alumni/donor events in Houston	Out of Pocket	\$17.40
04/01/2019	Personal Car Mileage	UNT System Compliance Officer Retreat	Out of Pocket	\$46.98

Report Total :	\$237.22
Personal Expenses :	\$0.00
Total Amount Claimed :	\$237.22
Amount Approved :	\$237.22

University Disbursements

Amount Due User :	\$237.22
Amount Due University Card :	\$0.00
Total Paid By University :	\$237.22

User Disbursements

Amount Due University :	\$0.00
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00

Expense Report

Report Name : Mileage/Meals: June 2019

User Name : Smatresk, Neal J.

User ID : 11012038

Report Header

Policy : Travel Policy

Business Purpose : Mileage to attend various meetings throughout the month.

Report Id : D8D38142621E453E98F2

Report Date : 06/01/2019

Approval Status : Not Submitted

Currency : US, Dollar

***Department :** Office of the President (100000)

***Project :** NONE (NONE)

***Fund Cat :** Designated Operating-Managed (200)

***Fund :** Designated Tuition (830001)

***Function :** Institutional Support (550)

***Program :** NONE (NONE)

***Purpose :** NONE (NONE)

***Site :** NONE (NONE)

***PC Business Unit :** NONE (NONE)

***Activity :** NONE (NONE)

***Report/Trip Purpose :** Meeting (Meeting)

***Final Report? :** Yes (Y)

***Does this trip contain personal travel? :** No (N)

Personal Car Mileage

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
06/25/2019	Personal Car Mileage	Cabinet Retreat			Out of Pocket	\$62.06
06/23/2019	Personal Car Mileage	Cabinet Retreat			Out of Pocket	\$62.06
06/18/2019	Personal Car Mileage	Frisco City Council Update			Out of Pocket	\$41.18
06/15/2019	Personal Car Mileage	Joe Greene Fundraiser			Out of Pocket	\$46.98

Report Total : \$212.28

Personal Expenses : \$0.00

Total Amount Claimed : \$212.28

Amount Approved : \$212.28

University Disbursements

Amount Due User : \$212.28

Amount Due University Card : \$0.00

Total Paid By University : \$212.28

User Disbursements

Amount Due University : \$0.00

Amount Due University Card From User : \$0.00

Total Paid By User : \$0.00

Expense Report

Report Name : Mileage: March 2019

User Name : Smatresk, Neal J.

User ID : 11012038

Report Header

Policy : Travel Policy

Business Purpose : Various meetings throughout
the month

Report Id : E75CC762638741DCBFDD

Report Date : 06/13/2019

Approval Status : Approved

Currency : US, Dollar

*Department : Office of the President
(100000)

*Project : NONE (NONE)

*Fund Cat : Designated Operating-
Managed (200)

*Fund : Designated Tuition (830001)

*Function : Institutional Support (550)

*Program : NONE (NONE)

*Purpose : NONE (NONE)

*Site : NONE (NONE)

*PC Business Unit : NONE (NONE)

*Activity : NONE (NONE)

*Report/Trip Purpose : Meeting (Meeting)

*Final Report? : Yes (Y)

*Does this trip contain personal travel? : No (N)

Personal Car Mileage

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
03/18/2019	Personal Car Mileage	Attend UNT's UCSEC conference welcome event			Out of Pocket	\$19.72

03/15/2019	Personal Car Mileage	Attend UNT Men's basketball games during CUSA tourname	Out of Pocket	\$37.70
03/14/2019	Personal Car Mileage	Attend UNT Women's basketball games during CUSA tourname	Out of Pocket	\$37.70
03/13/2019	Personal Car Mileage	Attend UNT Women's & Men's basketball games during CUSA tourname	Out of Pocket	\$37.70
03/07/2019	Personal Car Mileage	Attend Kuehne Lecture Series event	Out of Pocket	\$34.80
03/06/2019	Personal Car Mileage	Kuehne Lecture Series opening dinner	Out of Pocket	\$40.02
03/02/2019	Personal Car Mileage	Board of Regents Retreat - Return	Out of Pocket	\$42.92
03/01/2019	Personal Car Mileage	Board of Regents Retreat	Out of Pocket	\$42.92

Report Total :	\$293.48
Personal Expenses :	\$0.00
Total Amount Claimed :	\$293.48
Amount Approved :	\$293.48
University Disbursements	
Amount Due User :	\$293.48
Amount Due University Card :	\$0.00
Total Paid By University :	\$293.48
User Disbursements	
Amount Due University :	\$0.00
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00



SYSTEM

Business Unit

- ☐ UNT System (SY769)
☐ UNT Health Science Center (HS763)
☒ UNT Denton (NT752)
☐ UNT Dallas (DL773)

UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500
 Email this form to travelvouchers@untsystem.edu

☒ Individual Travel ☐ Team Travel(Roster)

Traveler Name
 Street Address
 City / State / Zip
 EmplID
 Title
 Headquarters

Neal Smatresk
 11012038 / njs0088
 President
 UNT Denton - Hurley Admin 201

Prepared By: Krista Watts
 Phone #: 940-565-3624
 Date: 6/18/2018
 Payment Routing: EFT
 Trip Dates: Start: 04/01/18 End: 04/30/18
 Destination: Various in Texas

Purpose of Travel & Mileage Record
 *Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.

Items to be expensed	USE ACCOUNT DETAIL SHEET			04/25/18	From home to Dallas to another location in Dallas for meetings, then to home			80.4
	1	2	3	04/25/18	Parking while at UNT System office = \$6.00			
Airfare								
Rental Car								
Ground Transportation								
Mileage 143.80 miles @ \$ 0.545	\$78.37							
Meals	\$0.00			Cont Pg Miles	0.00	Mileage Total:	143.80	
Lodging	\$0.00			Date (s)	Meals		Lodging	Lodging Tax
Lodging Tax	\$0.00							
Parking	\$6.00	✓						
Registration Fee								
Telephone/Internet Charge								
Other:								
Other:								
Travel Expenses	\$84.37	\$0.00	\$0.00					
Less Advance Received				Sub-totals	0.00		0.00	0.00
LIMIT: Reduce total by this amount:				Continuation sheet	0.00		0.00	0.00
Total Reimbursement Due Traveler	\$84.37	\$0.00	\$0.00	Totals	0.00		0.00	0.00

I certify that the information provided on this document is true and correct.

Traveler print name: Neal Smatresk	Account/ Fund holder print name: Ruby Raines
Signature: <i>[Signature]</i> Date: 6/13/18	Signature: <i>Ruby Raines</i> 7-13-18 Date:
Supervisor print name: Lesa Roe	Additional approval:
Signature: <i>[Signature]</i> Date: 7/12/18	Signature: Date:
Account/ Fund holder print name: same as traveler	Additional approval:
Signature: Date:	Signature: Date:

Revised 12/15/2017

Account Detail Sheet

links:

[Information on the new Chart of Accounts](#)

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

*Required account information **Also required if a ProjID

NOTES:

2000 ELM STREET
DALLAS TEXAS 75201

04/25/18 11:19 L# 1 A# 2 Txn#358545
04/25/18 08:46 In 04/25/18 11:19 Out
DAILY RATE \$ 12.00
Total Fee \$ 12.00
STUDENT \$ 6.00-
CASH PAID \$ 6.00-
Cash Tender \$ 6.00
Change Due \$ 0.00

Parking for meetings
at UPT System office
on 4-25-18



SYSTEM

Business Unit

- ☐ UNT System (SY769)
☐ UNT Health Science Center (HS763)
☒ UNT Denton (NT752)
☐ UNT Dallas (DL773)

UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500
 Email this form to travelvouchers@untsystem.edu

Traveler Name
 Street Address
 City / State / Zip
 EmplID
 Title
 Headquarters

Neal Smatresk
 11012038 / njs0088
 President
 UNT Denton - Hurley Admin 201

Prepared By:	Krista Watts	Date:	7/11/2018
Phone #	940-565-3624	Payment Routing:	EFT
Trip Dates:		Destination	
Start:	06/01/18	End:	06/30/18
		Various in Texas	

Purpose of Travel & Mileage Record

*Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.

Items to be expensed	USE ACCOUNT DETAIL SHEET			Date	Duties Performed	Mileage
	1	2	3			
Airfare				06/03/18	From home to DFW for CUSA meetings and networking event	23.5
Rental Car				06/04/18	From DFW to home after CUSA meetings	30.2
Ground Transportation				06/10/18	From home to DFW for New Orleans/SanAntonio. Parking fee of \$2 for airport	29.2
Mileage 433.40 miles @ \$ 0.545	\$236.20	/		06/18/18	From home to Plano for meeting concerning Collin County, then to campus	71.8
Meals	\$0.00			06/25/18	From home to Rough Creek Lodge for President's Cabinet Retreat	107
Lodging	\$0.00			06/26/18	From Rough Creek Lodge to home after President's Cabinet Retreat	106
Lodging Tax	\$0.00			06/29/18	From campus to Frisco for Workforce Solutions meeting event, then home	65.7
Parking	\$2.00			Cont Pg Miles	0.00	Mileage Total: 433.40
Registration Fee				Date (s)	Meals	Lodging
Telephone/Internet Charge						Lodging Tax
Other:						
Other:						
Travel Expenses	\$238.20	\$0.00	\$0.00			
Less Advance Received				Sub-totals	0.00	0.00
LIMIT: Reduce total by this amount:				Continuation sheet	0.00	0.00
Total Reimbursement Due Traveler	\$238.20	\$0.00	\$0.00	Totals	0.00	0.00

I certify that the information provided on this document is true and correct.

Traveler print name:	Neal Smatresk	Account/ Fund holder print name:	Ruby Raines
Signature:	<i>[Signature]</i>	Signature:	<i>Ruby Raines</i>
Date:	7/12/18	Date:	7-27-18
Supervisor print name:	Lesa Roe	Additional approval:	
Signature:	<i>L. Roe</i>	Signature:	
Date:	7/23/18	Date:	
Account/ Fund holder print name:	same as traveler	Additional approval:	
Signature:		Signature:	
Date:		Date:	

Revised 12/15/2017

Account Detail Sheet

links: [Information on the new Chart of Accounts](#)

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

*Required account information **Also required if a ProjID

NOTES:

Additional travel expenses related to conferences in New Orleans and San Antonio will be submitted on a separate voucher.



☐ UNT System (SY769)
☐ UNT Health Science Center (HS763)
☒ UNT Denton (NT752)
☐ UNT Dallas (DL773)

☒ Individual Travel ☐ Team Travel(Roster)

Neal Smatresk
11012038 / njs0088
President
UNT Denton - Hurley Admin 201

Trip Dates:	Destination:
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*Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.

01/18	From campus to Frisco for meetings, then to home	63.4
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05/15/18	From campus to Frisco for NetDragon meetings, the to home	63.4
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05/18/18	From Dallas to home after BoR meetings	40.8
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05/24/18	From campus to Lewisville for recognition event, then to home	32.8
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Date (s)	Meals	Lodging	Lodging Tax
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Sub totals	0.00	0.00	0.00
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Continuation sheet	0.00	0.00	0.00
Totals	0.00	0.00	0.00

Information provided on this document is true and correct.

Polydora 2.12.18

Additional approval: _____

Signature: _____ Date _____

Signature: _____ Date: _____

Revised 12/15/2017

Neal Smatresk

[illegible][illegible]

Account Detail Sheet

links:

[Information on the new Chart of Accounts](#)

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

*Required account information **Also required if a ProjID

NOTES:

2000 ELM STEET
DALLAS TEXAS 75201

05/17/18 15:49 L# 1 A# 6 Txn#264136
05/17/18 08:25 In 05/17/18 15:49 Out
DAILY RATE \$ 12.00
Total Fee \$ 12.00
STUDENT \$ 6.00-
CASH PAID \$ 6.00-
Cash Tender \$ 6.00
Change Due \$ 0.00

2000 ELM STEET
DALLAS TEXAS 75201

05/18/18 10:16 L# 1 A# 6 Txn#264438
05/18/18 08:29 In 05/18/18 10:16 Out
DAILY RATE \$ 12.00
Total Fee \$ 12.00
STUDENT \$ 6.00-
CASH PAID \$ 6.00-
Cash Tender \$ 6.00
Change Due \$ 0.00

Parking for Board of Regents meetings
between 5/17 - 5/18

UNT | SYSTEM™

TRAVEL & EXPENSE VOUCHER

UNT TRAVEL OFFICE - UNTSYSTEM.EDU/TRAVEL | 940-369-5500

EMAIL THIS FORM TO TRAVELVOUCHERS@UNTSYSTEM.EDU

NAME
STREET ADDRESS
CITY/STATE/ZIP
EMPL/STUDENT ID
TITLE
HEADQUARTERS

Neal Smatresk
DO NOT USE HQ ADDRESS
11012038

PREPARED BY: Krista Watts
PHONE NUMBER: 940-565-3824
DATE: 3/21/2019
PAYMENT REQUESTED: EFT

TRIP DATES
START: 01/01/19 END: 01/31/19
DESTINATION: Various

RECORD OF TRANSPORTATION & DUTIES PERFORMED
PLEASE PROVIDE POINT TO POINT ADDRESSES FOR MILEAGE


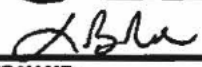
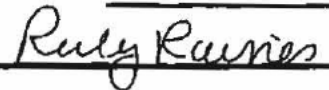
ITEMS TO BE EXPENSED	USE ALLOCATION TABLE			Date	Duties Performed	Mileage
	1	2	3			
AIRFARE				01/08/19	From campus to Fort Worth for meeting, then to home	49.8
RENTAL CAR				01/09/19	From home to DFW for donor cultivation trip to Los Angeles, CA	20.7
GROUND TRANSPORTATION				01/11/19	From DFW to home upon return from trip to California	28.9
MILEAGE 325.30 MILES @ \$ 0.580	\$188.67	✓		01/15/19	From home to Dallas for CERT meeting, then to campus	76.4
MEALS	\$0.00			01/23/19	From home to DFW for CUSA meetings in Florida	20.7
LODGING	\$0.00			01/24/19	From DFW to home upon return from Florida	28.9
LODGING TAX	\$0.00			01/28/19	From campus to Dallas for System meetings, then Frisco for recruiting event, then home	99.9
PARKING				CONTINUATION SHEET		0.00
REGISTRATION FEE				Date (s)	Meals	MILEAGE TOTAL: 325.30
TELEPHONE/INTERNET CHARGE					Lodging	Lodging Tax
OTHER:						
OTHER:						
TOTAL TRAVEL EXPENSES	\$188.67	\$0.00	\$0.00			
LESS ADVANCE RECEIVED				SUB-TOTALS	0.00	0.00
LIMIT: REDUCE TOTAL BY THIS AMOUNT				CONTINUATION SHEET	0.00	0.00
TOTAL REIMBURSEMENT DUE TRAVELER	\$188.67	\$0.00	\$0.00	TOTALS	0.00	0.00

ALLOCATION - ENTER VALID AND COMPLETE CHART STRINGS	COLUMN	GL Unit* 5 CHARACTERS	Dept* 6 DIGITS	Fund Cat* 3 DIGITS	Fund* 6 DIGITS	Function* 3 DIGITS	PC Bus Unit** 5 CHARACTERS	Project** 6 OR 7 CHARACTERS	Activity** 3 DIGITS	Program 4 DIGITS	Purpose 5 DIGITS	Site 4 DIGITS
	1	NT752	100000	200	830001	550						
	2											
	3											

*REQUIRED ACCOUNT INFORMATION **ALSO REQUIRED IF A PROJID

REQUIRED SIGNATURES:

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT.

TRAVELER PRINT NAME: Neal Smatresk	ACCOUNT HOLDER PRINT NAME:
SIGNATURE:  DATE 3/22/19	SIGNATURE: _____ DATE _____
SUPERVISOR PRINT NAME: Less Roe	ADDITIONAL: _____
SIGNATURE:  DATE 4-1-19	SIGNATURE: _____ DATE _____
ACCOUNT HOLDER PRINT NAME: Ruby Raines	ADDITIONAL APPROVAL: _____
SIGNATURE:  DATE 4/3/19	SIGNATURE: _____ DATE _____

REVISED 01/17/2019